

## TRAVEL EXPENSE CLAIM

Page 1 of 2

FA-0302 (REV 1/2008) Front CT #7541-0620-9

## PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME (First, Mi, Last) Randell H. Iwasaki			CALTRANS EMPLOYEE ID NUMBER [REDACTED]			CONTACT PHONE NUMBER [REDACTED]		
POSITION TITLE Director			B.U./M.D.			NUMERIC DIST/UNIT (For Check to Be Sent)		
CLAIMANT'S HOME ADDRESS [REDACTED]			HEADQUARTERS ADDRESS 1120 N Street			M.S.		
CITY [REDACTED]			STATE CA			ZIP CODE [REDACTED]		
CITY Sacramento			STATE CA			ZIP CODE 95814		

(1) MONTH/YEAR August 2009		(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE (Box 18)	(9) TOTAL EXPENSE FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L.T. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
23	5:00AM	Home to Sacramento Airport (to Vancouver BC, Canada)		6.00					PC		50 27.50		33.50
23		Vancouver BC, Canada	209.83		24.99	24.99		31.07	T				290.88
23		Vancouver BC, Canada						8.58	RC				8.58
24		Vancouver BC, Canada	209.83	17.00	24.99	24.99	23.00	115.96	RC				415.77
25	11:00AM	Vancouver BC, Canada to SFO		17.00			23.00	0.00	A				40.00
25	11:00AM	SFO to Shanghai, China			10.00			0.00	A				10.00
26		Shanghai, China	277.84	20.00	24.99	24.99	24.99	104.19	B			18.12	495.12
27		Shanghai, China	277.84	20.00	24.99	24.99	24.99	7.55	R				380.36
28		Shanghai, China	277.84	20.00	32.99	32.99	24.99						388.81
29		Shanghai, China to SFO (Drive RC to Sacramento)					24.99	62.24	RC				87.23
29		SFO to Sacramento Airport			10.00			8.50	RC	T 4.00			22.50
29	1:00PM	Sacramento Airport to Home							PC		50 27.50		27.50
(10) SUBTOTALS			1253.18	100.00	152.95	132.95	145.96	338.09		4.00	100 55.00	18.12	2,200.25

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)  
Discuss, resolve and review shop drawings issues for SAS contract in Vancouver, Canada. Attend

Claim Total \$ 2,200.25

TBPOC meeting, assess and resolve fabrication issues in Shanghai, China.

(12) NORMAL WORK HOURS	T. CODE	SOURCE		CHG DIST	EXP. AUTH.	SUBJOB	SPECIAL DESIGNATION	FA	AGCY. OBJ.	AMOUNT	FY	MSA CODE
		DIST	UNIT									
8-5												
(13) WORK SCHEDULE		04	103	04	0120F3			7	010	\$55.00	10	
5/40		04	103	04	0120F3			7	001	\$12.50	10	
(14) PRIVATE VEHICLE LICENSE #		04	103	04	0120F3			7	101	\$267.35	10	
		04	103	04	0120F3			7	021	\$1,865.40	10	
(15) MILEAGE RATE CLAIMED												
.55												

I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(16) CLAIMANT'S SIGNATURE [REDACTED]	DATE 9-17-09
(17) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]	DATE 9/22/09
(18) SIGNATURE AND TITLE OF AUTHORITY FOR BUSINESS EXPENSES EXCEEDING \$25.00 [REDACTED]	DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING



